

# CERTIFICATION FAQs

## GENERAL INFORMATION

### Who is required to be certified?

- All *full-time and part-time* public library directors, assistant directors, branch heads, department heads, and bookmobile/outreach librarians.
- All other *full-time* public library staff who provide information services to the public.

### Who makes up the State Board for the Certification of Librarians (Certification Board)?

2 full-time professional librarians active in public library work, 2 public library trustees, and 1 professional librarian from a department or school of library science in a state university. The State Librarian is also a standing member.

### Someone told me I'm required to take my library science courses from a certain college. Is that true?

This is a common misconception. You may take any library science course from any college you like. We've compiled a list of schools that offer online courses, and you can take courses from any of them! Check out the list: <https://kdla.ky.gov/librarians/staffdevelopment/Pages/Online-College-Level-Courses.aspx>

### Where do I find certification forms like the Annual Summation and Learning Activity Report?

The most up-to-date forms are here:

<https://kdla.ky.gov/librarians/staffdevelopment/Pages/CertificationForms.aspx>. If the form you have asks for your Social Security number, you have an outdated form! Please be sure to always use the newest forms on our website.

## ANNUAL SUMMATIONS

### My certificate expires in July but my Annual Summation isn't due until October. Should I just wait until October to turn everything in and then renew?

Please don't! Your expiration date takes precedence over your library's Annual Summation month. If you need to submit your Summation early so that you can renew, go ahead and do it!

### I have, like, 80 pages of stuff to turn in with my summation, and shipping is so expensive! Is there another option for submitting my stuff?

Yes! You may email your documentation to us, or upload it to Google Docs or Dropbox. If you'd like to use any of these methods, please contact us first at [KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov) so we'll know to be on the lookout for your stuff.

### **What happens to my Summation paperwork when I send it to you?**

First, we review what you sent and determine how many contact hours the activities are worth. Then, we enter those hours into our database. Next, we scan and email your library's Summations to your director, who should distribute a copy to you. We put the original copy of the Summation in your paper file here at KDLA, and we put your Learning Activity Reports (LARs) and any documentation you submitted in a folder. After 3 months, if you haven't asked for them back, we recycle the LARs and documentation.

### **I didn't complete any CE events this year. Do I still have to turn in an Annual Summation?**

We recommend that you do just to keep you in the habit, but it is not required.

### **If I have a Temporary certificate, do I need to turn in an Annual Summation?**

We recommend that you do just to get you used to the process, but it is not required.

### **How do I know when I'm supposed to submit my Annual Summation?**

Check out this handy-dandy chart:

<https://kdla.ky.gov/librarians/staffdevelopment/Pages/AnnualSummationSchedule.aspx>. It shows due dates for each region and the calendar year you're submitting. If you're not sure which region you're in, click the link at the bottom called "Continuing Education Consultant by Region and County."

## **CONTACT HOURS**

### **How many contact hours do I need to renew my certification?**

Every 5 years, you must accrue a minimum number of contact hours:

- Professional certificate = 100
- Paraprofessional = 75
- Library Experience = 50

### **I have the Paraprofessional certificate and I accrued 150 hours during my 5-year period! Do those extra hours roll over to the next 5-year period?**

Unfortunately, no, hours do not roll over. Once you renew, the slate is wiped clean and you start again at zero. So it may be a good idea to renew your certificate as soon as you reach your minimum hours.

**I'm taking an online course that's worth 1.5 CEUs. How many contact hours (CH) is that?**

To convert CEUs to CH, you can usually just move the decimal one place to the right. In this case, the course is worth 15 CH. If that conversion seems wrong, or adds up to a really high number, please [contact your CE Consultant](#) to get the correct number.

**How do I know how many contact hours something's worth?**

Contact hours (CH) are a way to count training based on the actual amount of time spent in active learning. So a 1 hour training is equal to 1 CH. We count CH in quarter-hour increments after the first half-hour. Here are some examples:

- 45 minutes = .75 CH
- 1 hour, 15 minutes = 1.25 CH
- 25 hours = 25 CH

**I gave a 50-minute presentation at a conference. How many contact hours is that worth?**

Great job! The answer to your question may be found on pages 27-28 of the Certification Manual:

<https://kdla.ky.gov/librarians/staffdevelopment/Documents/2017CertificationManual.pdf>. If you've looked at the chart and still aren't sure, email us at [KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov)

## **CERTIFICATION RENEWAL**

**I saw this cool online course about basket weaving! Will it count toward my renewal?**

Maybe...but only if it's *directly* related to your job. If you ever have a question as to whether or not something will count, especially if there's a cost involved, [contact your CE Consultant](#) beforehand so we can give it the yay or nay.

**I'm tired of taking webinars. Does anything else count toward my certification renewal?**

Definitely! Lots of job-related activities count, like attending conferences, taking online courses, writing articles for professional publications, and more! See a fuller list on pages 27-28 of the Certification Manual:

<https://kdla.ky.gov/librarians/staffdevelopment/Documents/2017CertificationManual.pdf>

**I'm too busy at the desk to concentrate on this webinar. Can I watch the recording instead?**

Sure! Archived/recorded webinars are great ways to get contact hours without being held to someone else's schedule. When you view an archived webinar, fill out a Learning Activity Report, check the box next to "Archived" for webinar type, and write a good description of what you learned. If you have a certificate of completion, please submit that too.

## CERTIFICATION EXPIRATION

### When does my certification expire?

All certificates expire 5 years after their date of issuance. To find out when yours expires, contact your CE Consultant:

<https://kdla.ky.gov/librarians/staffdevelopment/Pages/AnnualSummationSchedule.aspx>

### Oh no – my certificate expired! What happens now?

Uh-oh! When your certificate expires, your director will get a letter notifying them that you've expired and you're given a 3-month grace period to get back into compliance. If nothing happens in those 3 months, the president of your library's board of trustees will receive a letter notifying them that you are still non-compliant and that you are getting another 3-month grace period. If you're still expired after those 6 months, your board president will be notified that your library is being fined \$100 per KRS 171.990. *The library may choose to pass the fine on to you.* If you still do not move into compliance, your library will be fined \$100 annually on the anniversary of your expiration.

### My certificate is going to expire and I'm not finished with my requirements! What should I do?

Don't panic, we can help! You can request an extension from the Certification Board. If you'd like to do this, please [contact your CE Consultant](#) and we'll walk you through the process.

## MISCELLANEOUS

### I have no idea how many contact hours I have or when my certificate expires. Help!

No worries! [Contact your CE Consultant](#) and we'll be glad to give you that information. If you're a director and you need that info on your staff, just let us know and we can do that too!

### I have a question about my certification. Who should I ask?

You may contact us directly via email at [KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov) or call us at one of the numbers listed here:

<https://kdla.ky.gov/librarians/staffdevelopment/Pages/AnnualSummationSchedule.aspx>.

Remember, you are responsible for your certification, so please feel free to contact us any time you have questions!

### I have a question that's not on the FAQ! What should I do?

Please contact us at [KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov). If your question is an FAQ, it might be included on this list in the future!